



## ACCEPTABLE USE FOR COMPUTER RESOURCES

### Directive 3 - 107

Date Issued: July 2013    Amends/Cancel: N/A

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#### I. PURPOSE

This Directive outlines acceptable use of the computing systems and equipment owned and operated by the Department of General Services (DGS). The definition of DGS computing equipment includes any computer, server or network provided or supported by the DGS Information Technology Group Division. Use of the computer systems includes the use of data/programs stored on DGS computing equipment, data/programs stored on magnetic tape, floppy disks, CD ROMs or other storage media. The “user” of the system is the person performing the work as an employee of DGS or in support of an authorized DGS program or project. The purpose of this acceptable use statement is to ensure that all DGS users (support personnel and management) use the DGS computing systems and facilities in a effective, efficient, ethical and lawful manner.

#### II. POLICY

DGS computing resources are to be used only for the purpose for which they are authorized and are not to be used for non-DGS related activities. The DGS Information Technologies Group may monitor network traffic, e-mail transmissions, and internet activity.

1. Users are responsible for protecting any information used and /or stored on their DGS accounts. Consult your DGS Information Technology Group User Guide for guidelines on protecting your account and information using the standard system protection mechanisms.
2. Users shall not attempt to access any data or programs contained on DGS systems for which they do not have authorization or explicit consent of the owner of the data/program, their DGS Division Chief or the DGS Information Technology Group Director.
3. Users shall not divulge Dial-up or Dial-back modem phone numbers to anyone.
4. Users shall not share their DGS account(s) with anyone. This includes sharing the password to the account, providing access via a host entry or other means of sharing.
5. Users shall not make unauthorized copies of copyrighted software, except as permitted by law or by the owner of the copyright.
6. Users shall not make copies of system configuration files or program files for personal use or to provide to other people/users for unauthorized uses.

7. Users shall not purposely engage in activity with the intent to: harass other users, degrade the performance of systems, deprive an authorized DGS user access to a DGS resource, obtain extra resources, beyond those allocated, circumvent DGS computer security measures, or gain access to a DGS system for which proper authorization has not been given.
8. Electronic communication facilities (such as email or internet) are for authorized government use only. Fraudulent, harassing or obscene messages and/or materials shall not be sent from, to, or stored on DGS systems.
9. Users shall not download, install, or run software programs, security programs or software utility programs without the approval of the DGS Information Technology Group Director.
10. Users shall not copy or download any intellectual property protected by copyright onto DGS servers, hard drives, or into e-mail communications.
11. Users are requested to report any weaknesses in DGS computer security, any incidents of possible misuse or violation of this agreement to the proper authorities by contacting DGS Information Technology Group, 301 West Preston Street, Baltimore, MD 21201. Misuse or violations will be handled as outlined in the Procedures for Computer System Security Incidents found in the DGS Information Technology User Guide

### **III. VIOLATIONS**

Any noncompliance with these requirements will constitute a security violation and will be reported to the Secretary of DGS and will result in short-term or permanent loss of access to DGS computing resources. Individuals found to have violated this policy may receive a written reprimand, forfeiture of annual leave, demotion, suspension, denial of annual pay increase, or termination. Serious violations may result in civil criminal prosecution.